

Policy Ref:
Paddocks # 002



Paddocks Nursery Fees Policy

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Introduction and Fees

This policy sets out the terms and conditions and arrangements for nursery fees including details of funding that may be available through the Early Years Entitlement and 2 year old funding schemes. We may review this policy sooner than the review date but we would give parents/carers more than one month's notice in writing.

The nursery is open all year round (excluding bank holidays, INSET days and a short period over the Christmas holidays). The following sessions are available Monday to Friday.

Time	Code	Under 3's	Breakdown	Over 3's	Breakdown
8am-1pm (Lunch)	A	£32.50	£30.00 + £2.60 Lunch	£30.00	£27.50 + £2.60 Lunch
8am-6pm (Lunch & Tea)	B	£64.00	£60.00 + £2.60 Lunch + £1.50 Tea	£59.00	£55.00 + £2.60 Lunch + £1.50 Tea
1pm-6pm (Tea)	C	£31.50	£30.00 + £1.50 Tea	£29.00	£27.50 + £1.50 Tea
*9am- 3pm	D	£38.50	£36.00 + £2.60 Lunch	£35.50	£33.00 + £2.60 Lunch

Sessions available for children aged 0-4 years 8-1, 1-6pm, 8-6pm and 9-3.

(As there is higher staff:child ratio for under 3s, a higher cost applies).

Hourly rate – 0-2 years-11 months: £6.00, 3-4s: £5.50. All the amounts in the chart above include nursery snacks.

Early Years Entitlement funding:

Universal – All children are entitled to funded hours, a maximum of 15 hours a week termtime, starting the term after their 3rd birthday. This funding can be stretched to 11 hours per week all year-round. These funded hours do not include meal costs, so charges for lunch and tea will be issued unless you wish to provide a packed lunch.

Extended – Extra funding of 15 hours per week is available to children of working parents who meet a criteria set by the government and have claimed a 30 hours funding code. This funding can also be stretched all-year-round with 22 hours a week.

Children are allowed to use their funded hours at another setting but must inform the nursery how they intend their hours to be split.

Please find below details of the information we require in order for you to be eligible for Early Years Entitlement (Universal and Extended).

If you do not produce the required documentation within 2 weeks of your child starting nursery, do not agree to share your child's details with the early years entitlements team, or in the case of Additional Early Years Entitlement do not agree to share your NI numbers with the early years entitlements team, you will not receive funding and will be charged the usual session/hourly rate for days attended.

To claim funding the following information is needed:

- Child's legal documentation – birth certificate or passport – on registration.
- Child Registration Form (available from The Paddocks Nursery)
- Complete EYE registration form
- 30 Hours Entitlement Form (for Extended funding only - available from The Paddocks Nursery)

If parents/carers do not give permission to share their national insurance numbers, then The Paddocks Nursery & Pre-School will be unable to offer Additional EYE hours.

Reconfirming of eligibility

Parents/Carers are responsible to reconfirm eligibility for the extended (30 hours) funding every 3 months. The Paddocks Nursery will endeavour to warn parents if they are due to reconfirm eligibility, but the ultimate responsibility of doing so lies with the parent and failure to reconfirm may result in your child's funding being cut short and you being charged for any unfunded hours used.

Your child will enter the "grace period" if you cease to meet the eligibility criteria set out in the Childcare (Early Years Provision Free of Charge & Extended Entitlement) regulations 2016, as determined by the HMRC or a first-tier tribunal in the case of an appeal. During the grace period your child will remain funded if they have already claimed extended funding in the previous term, if you don't meet the eligibility criteria by the end of the date of the grace period then you will need to give notice a month prior to your grace period end date to cancel any additional EYE funded hours or you will be billed at the nursery's hourly rate.

Funding Term Dates & Funded Hours Information

The funding periods are as follows:

Autumn – 1 September to 31 December

Spring – 1 January to 31 March

Summer – 1 April to 31 August

Below is a guide showing the amount of funded hours that can be claimed, based on a child's date of birth.

Date child will turn 3 Years old	Can claim funding from	Funded Hours Universal/Extended	Funded Hours (at 4 Years old) Universal/Extended
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1 st Apr – 31 st Aug	1 st Sep (Autumn Period)	570 / 1140	570 / 1140
1 st Sept – 31 st Dec	1 st Jan (Spring Period)	570 / 1140	380 / 760
1 st Jan – 31 st Mar	1 st April (Summer Period)	570 / 1140	237.5 / 475

Please note that the amount of funded hour's available decreases each funding term once a child turns 4 years old as it is assumed that they will leave the Nursery to attend Primary School from 1st September after they turn 4 years old. If the child doesn't go to a maintained/academy/free school from the following September, (e.g. if you decide to apply for a delayed start to school), then any remaining hours from the 570 will be available to use.

Bookings, cancellations and refunds

Once a child's sessions have been allocated and a start date has been agreed then the first payment will be required prior to the start date.

All new bookings must include more than 1 session per week (8am-6pm session is classed as 2 sessions).

We do not charge for Bank Holidays, INSET Days or the Christmas Closure of the Nursery.

If you are unable to get your child to the nursery due to bad weather, you will still be charged for the session. However, if we are not able to provide the service due to bad weather or unforeseen circumstances, you will not be charged.

If your child is unable to attend on their regular session due to an appointment, being on holiday, etc. you may be able to swap for another session depending upon availability. A month's notice is required for any swap session. However this is at the Childcare Manager's discretion and a maximum of 2 swaps per year (January to December). You are required to inform us of your chosen date immediately – we are unable to 'bank' any swap days. **We do not swap days for illness.**

We need as much notice as possible if you require extra sessions for your child/ren. If you need extra sessions urgently we will do our best to help you but please understand that we cannot exceed staff:child ratios. An 'alteration of hours' form will need to be completed; or an e-mail detailing your request sent to thepaddocks@wiveliscombeprimary.com. Your request will be then looked at and a decision made.

Any permanent reductions in hours require a month's notice. If you decide your child is leaving the nursery permanently, you will need to give a month's notice in writing. If your child leaves before the month is over you are liable for the full month's fees.

When a child reaches 3 years of age the reduction in fees will apply straight after the child's birthday.

Additional Charges

If you require extra sessions above your funded hours you will be charged £6.00 for 0-2s and £5.50 for 3-5s. You will also be charged £2.60 for lunch and £1.50 for tea if this is part of your child's session. (If you would like to book extra sessions and would like to use funded hours, requests MUST be received a month in advance. All extra session requests not received by this date will be charged at the hourly rate).

We charge for all the days your child is booked in for. No refunds are given for holidays or illness.

Late collections of children are charged for at £5.00 per part or full 15 minutes. After 6pm this charge rises to £15 per part or full 15 minutes. Staff will record late collections and the fee will show on the following month's invoice.

Nappies used that are supplied by The Paddocks will be charged at 50p each. Please ensure that you either bring enough for your child's session or keep a store at Nursery. We will request more nappies from you when you are getting low.

Invoices will be emailed by 20th of the month for the following month's sessions. All payments are required by the 20th of the following month. Payment can be made by ParentPay (Card payments) or by Childcare Voucher, Tax-Free Childcare or cash. Please refer to Appendix 1 entitled 'How to Make Payments' for further information.

Debt management

Invoices should be paid by the 20thth of the month following the invoice being received.

All Parents/Carers who have not paid are contacted by email and spoken to as a reminder about their late payment and given an expectation date for payment, (usually the end of that calendar month). A late payment of £10 will also be added to their bill.

If payment is not received by the expected date, The Paddocks Nursery & Pre-School will follow the non-payment of fees procedure.

Non-Payment of fees

If payment is not received by the expected date agreed upon in the email/telephone exchange and no contact has been made to either the childcare manager or finance officer, and your child is in receipt of Early Years Funding, your child's hours will be dropped to their funded hours only. If your child is not in receipt of funded hours and is fee-paying, then they will be suspended from Nursery from the 1st of the following month.

Example: An invoice is sent around the 20th February for March's nursery fees. Payment should be made by 20th March. If no payment is received, you will be contacted via email or phone and an extension will be granted (usually until the 31st March). If you fail to make a payment by 31st March, from 1st April your child's place will be suspended.

We understand that all parents can experience changes to their financial situation. As such, The Paddocks Nursery are able to offer payment plans on a case-by-case basis, but the parent must inform the Nursery of their inability to pay and enter into communication to agree a payment plan.

If you are suspended from the nursery and do not make any attempt to pay arrears or do not make regular payments to pay off your arrears, your details will be forwarded to Somerset County Council debt recovery team for action.

Declaration

I have read and agree with The Paddocks Nursery & Pre-School Fees Policy

Name: _____

Signature: _____

Date: _____

Appendix 1 – How to make a payment

Childcare Vouchers	Bank Transfer Card Payment	Tax-Free Childcare

